

STATE OF GEORGIA

RECORDS RETENTION SCHEDULE APPLICATION

Sheet: 1 of 2
Schedule #: 2000-0024-01
Effective Date: Sept. 21, 1999

(Agency use)
Date Sent: 09-17-99
Agency Control No.: OIS-video

(Archives use)
Date Received:
Agency Code:
Control No.:

Applicant: Department of Transportation
Address: 5025 New Peachtree Rd.
Chamblee, Ga. 30341
Phone: 770-986-1360
FAX: 770-986-1056
Email:
Creating Office: Office of Information Services
Steve Walker
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Email: JerryYork @dot.state.ga.us

Application Type:
New: ☒ XX
Amend: ☐
One-time: ☐
Exception: ☐

Class: Individual

Series Title: Road Inventory – Videos and Film

Dates of Series: Beginning Date: 1974
Latest Date: Ongoing

Access: Open

Function Documented: Visual documentation of the road condition throughout the State. The Department of Transportation started this function as a pilot for Federal Highway Administration (FHWA) study on gathering Road Data in 1974. Currently done with VHS tapes. There are 175 videos filmed each year of 10,000 miles of roadway. The entire State is done on three year cycles. The film provides a snap shot of roadways to users. Each video shows a picture, the cross slope and grade of the roadway, the heading and a DMI reading. A duplicate copy of the video tape is sent to the district that the roadways were

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filmed in and the Department of Transportation Atlanta General Office receives a copy. These videos are used by the following: Department's Legal Coordinator in each of the seven districts for tort claims, citizens who are trying to contest a speeding ticket and also Department of Transportation Statewide planners.

Consists of: 35 mil. Film of Negative Reels and Video Tapes (Have about 1700 reels and 2267 videotapes) We are going to convert to DVD format in the near future.

Media: film and videos

Arrangement: Arranged by year, State Routes, Counties and Tape Number

Indexed by: An excel Spreadsheet is used to record data information needed to access these records.

Retention Requirement:

State Law or Regulation:
Federal Law or Regulation: 3 yrs. (FHPM Vol. I Chapter 6 Section 2) we receive some federal monies for this
Audit Period:
Administrative Need: 7 years

Cutoff Event: Cut off at the end of each Calendar year. Hold in Current files area for 7 years and then discard

DISTRICT OFFICE: HOLD SEVEN YEARS THEN DISCARD
SAME AS OIS

Total Retention: 7 Years

The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. § 50-18-90 et seq.). We submit this retention schedule to the State Records Committee with the recommendation that it be approved for the named record series.

Authorized by	<u>Georgene Geary</u>	<u>9/21/99</u>
	Georgene Geary, Information Service Administrator	Date
Concur:	<u>Jerry York</u>	<u>9/21/99</u>
	Jerry York, Assistant Head Administrator	Date
Concur:	<u>Sandra Burgess</u>	<u>9/21/99</u>
	Sandra Burgess, Legal	Date
Submitted by	<u>Martha B. Lamb</u>	<u>9/21/99</u>
	Martha Lamb, Records Management Program Manager	Date

The State Records Committee approves this recommended retention period for the name records series by the name creating office.

Signed:

for Donald Dehewe 9/6/2000
Edward Weldon, Secretary of State Designee Date